



## **Preconstruction Meeting Requirements**

### **I. PURPOSE**

The purpose of the preconstruction meeting is to review the Special Inspections requirements of the construction project as well as get the Registered Design Professionals, Plans Reviewers, Contractor and Inspections Division personnel together to become familiar with the project and each other.

### **II. WHEN REQUIRED**

A preconstruction meeting is required for any of the following structures:

- All major projects;
- Stand alone or additions meeting the following criteria according to use group:

A (Assembly) All assembly uses greater than 5,000 square feet.

B (Business) Buildings greater than 5,000 square feet.

E (Educational) Buildings greater than 5,000 square feet.

F (Factory) Buildings greater than 50,000 square feet

H (High Hazard) All buildings.

I (Institutional) All buildings except child day care centers.

M (Mercantile) Buildings greater than 30,000 square feet.

R (Residential) All R-1 and R-2 buildings.

S (Storage) Buildings greater than 50,000 square feet.

### **III. PARTICIPANTS**

The following persons or their appropriate designee shall participate in the preconstruction meeting, as required:

- Owner
- Architect of Record (building elements and/or soils/foundation elements)

- Structural Engineer of Record (building elements)
- Geotechnical Engineer of Record (soils/foundation elements)
- General Contractor
- Special Inspections Engineer of Record
- Department of Building Inspections Commercial Inspections Staff
- Department of Fire and Life Safety Plans Reviewer
- Others as deemed appropriate by the Owner or Department of Building Inspections

#### **IV. AGENDA**

The following is a suggested agenda for the preconstruction meeting:

Introduction of participants: Inspections personnel and contractor's representatives exchange cards.

Provide call list, including numbers for Inspectors, Inspections Supervisors, and Plan Reviewers.

Establish communication channels between the County's and the Owner's representatives. (Key personnel contacts.)

Discuss requirements for requesting inspections and response times. Provide a list of numbers to call.

Provide instructions for using the Connect System.

Discuss the roles and responsibilities of each party, including Design Professionals, Contractors and Inspectors.

Discuss overlapping responsibilities of inspectors, i.e., firestopping, etc.

Discuss requirements for phasing or separations of permits, shell permits, certificates of completion and occupancy requirements.

Review plan review letters with all parties present.

Discuss complicated issues regarding the project.

Discuss modifications which may have been issued by the Code Official. Provide copies.

Discuss Special Inspections required for the project

Discuss the Statement of Special Inspections (SSI), which establishes the scope of special inspections for the project.

Provide elevator package. (If elevator is provided)

## **V. PROCEDURE**

The Commercial Plan Review Engineer in the Department of Building Inspections will determine the need for a preconstruction meeting and notify the Commercial Inspections Supervisor.

The Commercial Inspections Supervisor will notify the General Contractor as to the need for a preconstruction meeting.

The General Contractor shall notify all participants (see III above) and coordinate the meeting time and place with the Department of Building Inspections Commercial Inspections Supervisor.

The Owner or Owner's representative shall make available at the meeting a complete set of plans for the project and the Statement of Special Inspections.

The Commercial Inspections Supervisor shall bring to the meeting sufficient copies of all plan review letters, code modifications approved by the Code Official, an elevator package (as required) and a "Commercial Projects Package" which shall contain:

- A call list of specific contacts at the County

- Instructions for requesting inspections

- Instructions for the County's automated inspection request system

- A list of required inspections

- Requirements associated with third party and special inspections

- Requirements for obtaining a Certificate of Occupancy

- Definitions associated with commercial projects

- Instructions for completing the Statement of Special Inspections

- A sample of the Statement of Special Inspections

- A sample of the Final Report of Special Inspections

- Preconstruction meeting requirements

All meeting participants shall sign an attendance list which shall be kept by the Commercial Inspections Supervisor.